

Easement Dedications/Deed of Dedications

Dedication submittals must include the following:

1. Original dedication documents with original signatures.
 - a. 1" clear space around all sides of documents. 1" clear space around all sides of documents. **No stamps or signatures in the 1" clear space, 2.5' at the bottom and 1.5 at the top of the form.**
2. Original signed and sealed legal descriptions (for entire property and portion to be dedicated).
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. Sections 475.1-475.22B.
3. Map/plot
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. Sections 475.1-475.22B.
4. Closure statement of legal description of portion being dedicated.
5. Statement of reason/intent in dedicating the easement. This is used to explain to staff the reason for the dedication. Please give all details that might be important for staff to know, such as case associated with, zoning of property, reason for dedication, contact information (applicant, engineer etc.).

Closure of Easements

1. Complete application with original signatures.
2. Legal description of entire parcel/property.
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. (see below)
3. Legal description of portion of easement to be closed.
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. (see below)
4. Digital of legal descriptions on disc or may be emailed to volivera@brokenarrowok.gov. (WORD format)
5. Digital of survey on disc (TIF or PDF format)
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. Sections 475.1-475.22B.
6. Statement of reason/intent for request. This is used to explain to staff the reason for the closure request. Please give all details that might be important for staff to know, such as case associated with, zoning of property, reason for dedication, and contact information etc.
7. Utility company signatures. File will not be processed until these are received.

Vacation of Plat

1. Complete application with original signatures.
2. Completed, original document of "Vacation of Plat". Original signatures and notarization.
3. Legal description of entire parcel/property.
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. (see below)
4. Legal description of portion of easement to be closed.
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. (see below)
5. Digital of legal descriptions on disc or may be emailed to volivera@brokenarrowok.gov. (WORD format)
6. Digital of survey on disc (TIF or PDF format)
 - a. Signature must be a state licensed land surveyor as per Title 59 O.S. Sections 475.1-475.22B.
7. Statement of reason/intent for request. This is used to explain to staff the reason for the closure request. Please give all details that might be important for staff to know, such as case associated with, zoning of property, reason for dedication, and contact information etc.
8. Utility company signatures. File will not be processed until these are received.

FOR DATES/AGENDA AVAILABILITY PLEASE REFER THEM DIRECTLY TO VAUNDA FOR SCHEDULING. ONCE THE COMPLETE APPLICATION/DOCUMENTS ARE RECEIVED, THEY WILL BE PLACED ON THE AGENDA.

State statute: Title 59 O.S., Sections 475.1-475.22B

Section 475.22a LAND SURVEYING DOCUMENTS – CONDITION OF FILING

It shall be unlawful for the registrar of deeds or the county clerk of any county or proper public authority to file any map, plat, survey or other documents within the definition of land surveying which do not have impressed thereon and affixed thereto the personal signatures and seal of a professional land surveyor by who or under whose direct supervision the map, plat, survey or other documents were prepared.